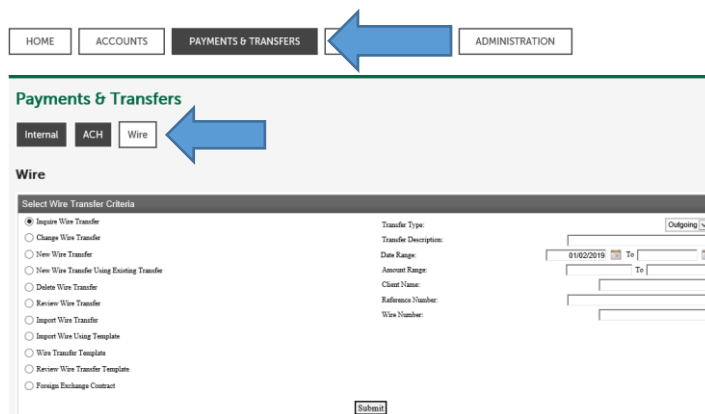



Creating a Domestic Wire Transfer Template in Wire Manager

Step 1: Navigate to www.nicoletbank.com. Click the Login button at the top right.

Step 2: Log in to Business Online (Treasury Management) using your Access ID and Password.

Step 3: Click the Payments & Transfers button, then Wire Button to get into Wire Manager:




Step 4: Click on Wire Transfer Template and hit Submit. On the right-hand side select the new icon 



Step 5: Select the Wire type from the dropdown box and click submit



Step 6: Enter a Template Name. Using the dropdown box, select the last four digits of the Tax Identification Number for the Company associated with the template being created. Select the account

the funds will be withdrawn from, using the dropdown box. Create a Template Group by clicking the new icon  Template groups allow you to group similar templates together. Ex: Domestic, International



Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793

Step 7: Select the appropriate boxes to give users access to the new Wire Template. Select All User Access if all users should be able to create a new wire using the template, including any new Wire users

User Access

[Select All](#)

☐ Amy G

Step 8: Fill in all the fields that have an *: the Beneficiary, Beneficiary Institution, and Receiving Institution sections.

Beneficiary Section:

Identification Number: Beneficiary's account number

Name/Address: Beneficiary's name and address

Message to Beneficiary: This field is not required, but can be used to provide the beneficiary additional information. Ex: reference number, invoice number

Beneficiary Institution and Receiving Institution:

Identification Number: Beneficiary's routing number-- once it has been typed in click on the binoculars next to the box and this will pre-fill the bank name and address in the Beneficiary Institution. It will also pre-fill the Routing/Transit number and Institution Name in the Receiving Institution.

Beneficiary			
* Identification Type	* Identification Number	* Message To Beneficiary	
	10446789		BUDDIE 40
* Name	DOWNS DUCK		
Address	10100 BAYVIEW DR ORLANDO, FL 32834		
Beneficiary Institution			
* Identification Type	* Identification Number	* Name	
	10446789	NICOLET NATIONAL BANK	NICOLET NATIONAL BANK
	NICOLET NATIONAL BANK	Address	SPRING BAY 10
Receiving Institution			
* Routing/Transit number	10446789		
Institution Name	NICOLET NATIONAL BANK		
* Selects Required Fields			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Step 9: Review all the information is accurate and click save.

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